DOCUMENT RESUME

ED 444 622 JC 000 565

| | |
|---|---|
| TITLE | Annual Personnel Report (APR) Data Base Data Element Dictionary, 1999-2000. |
| INSTITUTION | Florida State Board of Community Colleges, Tallahassee. |
| PUB DATE | 1999-07-01 |
| NOTE | 37p. |
| PUB TYPE | Reports - Descriptive (141) |
| EDRS PRICE | MF01/PC02 Plus Postage. |
| DESCRIPTORS | *Classification; Coding; *Community Colleges; *Databases; *Federal Regulation; *Personnel Data; Records Management; *School Personnel; State Regulation; Two Year Colleges |
| IDENTIFIERS | *Florida Community College System |

ABSTRACT

The document comprises the data element dictionary for the Annual Personnel Report (APR) Data Base (Version 8.0), 1999-2000, for the Florida Community College System (FCCS). The Annual Personnel Reports System was created to meet federal and state requirements for reporting personnel information. The key fields are listed at the top of the table of data elements. Data elements tracked in this system include: annual salary, citizenship, date of birth, degree, ethnic origin, gender, personnel identification number, position title, reporting institution, soft money, tenure status, and terms employed. (JA)

Reproductions supplied by EDRS are the best that can be made
from the original document.

ED 444 622

# STATE BOARD OF COMMUNITY COLLEGES

# ANNUAL PERSONNEL REPORT (APR)
# DATA BASE
# DATA ELEMENT DICTIONARY
## 1999-2000

C. Maxwell

1

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☒ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

Version 8.0
July 1, 1999

BEST COPY AVAILABLE

**STATE BOARD OF COMMUNITY COLLEGES**
APR Data Base

## INTRODUCTION

The Annual Personnel Reports System was created to meet Federal and State requirements for reporting personnel information.

## CHANGES

In this, as in previous versions, the "<" character along the right margin indicates lines that have had substantive changes made to them in the current version. A few comments are in order to clarify its use in the current version. The "<" character will sometimes be found on a blank line indicating that text included in the most recent previous version has been deleted from this version.

Substantive changes involve the definition, table values, edit criteria, or other information pertaining to a specific data element.

## TABLE OF ANNUAL PERSONNEL REPORTS DATA BASE ELEMENTS

Annual Personnel Reports has only one record type. The key fields are listed at the top of the Table of data elements.

This page intentionally left blank

Annual Personnel Reports – Data Element Alphabetical Listing

| DATA ELEMENT DESCRIPTION | NUMBER |
|---|---|
| Activity – Occupational Activity Code | 0130 |
| Annual Salary | 0100 |
| Citizenship | 0050 |
| Date Hired at Institution | 0060 |
| Date of Birth | 0110 |
| Degree | 0160 |
| EEO-6 Indicator | 0225 |
| Ethnic Origin | 0040 |
| First Name | 0031 |
| Full-time/Part-time | 0090 |
| Gender | 0035 |
| Last Name | 0030 |
| Leave Type | 0170 |
| Middle Initial | 0032 |
| Personnel Identification Number | 0020 |
| Position Title (College Title) | 0120 |
| Rank | 0150 |
| Reporting Institution (FICE Code) | 0010 |
| Soft Money | 0220 |
| Support | 0140 |
| Temporary Employment | 0080 |
| Tenure Date | 0190 |
| Tenure Status | 0180 |
| Termination Date | 0200 |
| Termination Status | 0210 |
| Terms/Semesters Employed | 0070 |

Annual Personnel Reports – Data Element Numerical Listing

| DATA ELEMENT DESCRIPTION | NUMBER |
|---|---|
| Reporting Institution (FICE Code) | 0010* |
| Personnel Identification Number | 0020* |
| Last Name | 0030 |
| First Name | 0031 |
| Middle Initial | 0032 |
| Gender | 0035 |
| Ethnic Origin | 0040 |
| Citizenship | 0050 |
| Date Hired at Institution | 0060 |
| Terms/Semesters Employed | 0070 |
| Temporary Employment | 0080 |
| Full-time/Part-time | 0090 |
| Annual Salary | 0100 |
| Date of Birth | 0110 |
| Position Title (College Title) | 0120 |
| Activity – Occupational Activity Code | 0130 |
| Support | 0140 |
| Rank | 0150 |
| Degree | 0160 |
| Leave Type | 0170 |
| Tenure Status | 0180 |
| Tenure Date | 0190 |
| Termination Date | 0200 |
| Termination Status | 0210 |
| Soft Money | 0220 |
| EEO-6 Indicator | 0225 |

NOTE: Key Data Elements are identified by an asterisk (*)

**FLORIDA COMMUNITY COLLEGE SYSTEM**
APR Data Base
Version 8.0, 7/1/1999

| **NUMBER:** 0010 | **NAME:** Reporting Institution |
|---|---|

**DEFINITION:** FICE Code. The Federal Interagency Committee of Education (FICE) code is an unstructured number unique for each institution. The assignment of this number to reporting units for data processing purposes by the EEOC will be done following the guidelines provided for its use by the National Center for Education Statistics. For further explanation of the assignment of the FICE code, please refer to the Higher Education Directory 1975-76 of the Department of Education and Welfare.

**TABLE VALUES:**

| | |
|---|---|
| 0001470 | Brevard |
| 0001500 | Broward |
| 0001471 | Central Florida |
| 0001472 | Chipola |
| 0001475 | Daytona Beach |
| 0001477 | Edison |
| 0001484 | Fla CC at Jax |
| 0001485 | Florida Keys |
| 0001490 | Gulf Coast |
| 0007870 | Hillsborough |
| 0001493 | Indian River |
| 0001501 | Lake City |
| 0001502 | Lake-Sumter |
| 0001504 | Manatee |
| 0001506 | Miami-Dade |
| 0001508 | North Florida |
| 0001510 | Okaloosa-Walton |
| 0001512 | Palm Beach |
| 0010652 | Pasco-Hernando |
| 0001513 | Pensacola |
| 0001514 | Polk |
| 0001523 | St. Johns River |
| 0001528 | St. Petersburg |
| 0001519 | Santa Fe |
| 0001520 | Seminole |
| 0001522 | South Florida |
| 0001533 | Tallahassee |
| 0006750 | Valencia |

---

**EDIT:** Missing or non-numeric — Critical
Invalid code — Critical

---

**INTENT:** IPEDS Reports
EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC 9(06)

**CREATE/CHANGE DATE:** 07/15/1988

**FLORIDA COMMUNITY COLLEGE SYSTEM**
APR Data Base
Version 8.0, 7/1/1999

| **NUMBER:** 0020 | **NAME:** Person Identification Number |
|---|---|

**DEFINITION:** This is a unique nine-digit number. Social Security number may be used.

---

| | | |
|---|---|---|
| **EDIT:** | Missing or non-numeric | Critical |
| | All zeroes | Critical |
| | Duplicate within college | Critical |

---

**INTENT:**

---

**PHYSICAL DESCRIPTION:** PIC 9(09)

**CREATE/CHANGE DATE:** 07/15/1988

| **NUMBER:** 0030 | **NAME:** Last Name |
|---|---|

**DEFINITION:** Last name of person. Required for full-time non-temporary non-terminated personnel.

---

**EDIT:** Missing and D.E. 0090 = F'and D.E. 0080 = N'and ((D.E. 0210 = 0) or (D.E. 0210 > 0 and D.E. 0200 >= (October 1st of the current APR year))) Critical

---

**INTENT:**

---

**PHYSICAL DESCRIPTION:** PIC X(18)

**CREATE/CHANGE DATE:** 10/14/1992

**FLORIDA COMMUNITY COLLEGE SYSTEM**
APR Data Base
Version 8.0, 7/1/1999

| **NUMBER:** 0031 | **NAME:** First Name |
|---|---|

**DEFINITION:** First name of person.

---

**EDIT:** Missing and D.E. 0090 = F'and D.E. 0080 = N'and ((D.E. 0210 = 0) Informational
Or (D.E. 0210 > 0 and D.E. 0200 >= (October 1st of the current APR year)))

---

**INTENT:**

---

**PHYSICAL DESCRIPTION:** PIC X(15)

**CREATE/CHANGE DATE:** 10/14/1992

**FLORIDA COMMUNITY COLLEGE SYSTEM**
APR Data Base
Version 8.0, 7/1/1999

| **NUMBER:** 0032 | **NAME:** Middle Initial |
|---|---|

**DEFINITION:** Middle initial of person.

**EDIT:** None

**INTENT:**

**PHYSICAL DESCRIPTION:** PIC X(01)

**CREATE/CHANGE DATE:** 07/15/1988

| **NUMBER:** 0035 | **NAME:** Gender |
|---|---|

**DEFINITION:** The gender of the person.

**TABLE VALUES:**

M – Male
F – Female

---

**EDIT:** Missing or invalid — Critical

---

**INTENT:** EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC X(01)

**CREATE/CHANGE DATE:** 07/15/1988

**FLORIDA COMMUNITY COLLEGE SYSTEM**
APR Data Base
Version 8.0, 7/1/1999

| **NUMBER:** 0040 | **NAME:** Ethnic Origin |
|---|---|

**DEFINITION:** This is a one-character code used to indicate the ethnic group of the person.

**TABLE VALUES:**

W – White (not of Hispanic origin) includes all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

B – Black (not of Hispanic origin) includes all persons having origins in any of the black racial groups of Africa.

H – Hispanic includes all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

A – Asian or Pacific Islanders includes all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

I – American Indian or Alaskan Native includes all persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

---

**EDIT:** Missing or invalid — Critical

---

**INTENT:** EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC X (01)

**CREATE/CHANGE DATE:** 03/23/1995

**FLORIDA COMMUNITY COLLEGE SYSTEM**
APR Data Base
Version 8.0, 7/1/1999

| **NUMBER:** 0050 | **NAME:** Citizenship |
|---|---|

**DEFINITION:** A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and who does not have the right to remain indefinitely.

**TABLE VALUES:**

Y – Yes, non-resident alien
N – No

---

**EDIT:** Missing or invalid code — Critical

---

**INTENT:** EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC X(01)

**CREATE/CHANGE DATE:** 07/15/1988

**FLORIDA COMMUNITY COLLEGE SYSTEM**
APR Data Base
Version 8.0, 7/1/1999

| **NUMBER:** 0060 | **NAME:** Date Hired at Institution |
|---|---|

**DEFINITION:** This is primarily to indicate new employees or employees who are rehired following termination at the institution. Do not enter a new date for those returning from a leave of absence.

**TABLE VALUES:**

FORMAT = MMDDCCYY where:

MM = Month (01 thru 12)
DD = Day (01 thru 31)
CC = Century
YY = Year (00 thru current)

---

| | | |
|---|---|---|
| **EDIT:** | Missing or non-numeric | Critical |
| | Invalid month | Critical |
| | Invalid day | Critical |
| | D.E. 0060 > or = D.E. 0200 | Critical |

---

**INTENT:** EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC 9(08)

**CREATE/CHANGE DATE:** 07/15/1997

| **NUMBER:** 0070 | **NAME:** Terms/Semesters Employed |
|---|---|

**DEFINITION:** Required for full-time employees only.

Enter the number of Terms/Semesters employed, rounded to the closest one-half term/semester. Note that one decimal place is implied. Thus, report "30" for 3-term employees, "25" for those employed for 2.5 terms/semesters, etc.

If the employee's contract is expressed in months instead of terms/semesters, use the following equivalency table to convert from months to terms/semesters:

**TABLE VALUES:**

| Terms/Semesters Employed | Months Employed |
|---|---|
| 2 | 9 |
| 2.5 | 10 |
| 3 | 11 – 12 |

For contracts of less than 9 months, convert the period of employment to the appropriate number of terms/semesters employed. For example, a faculty member with a four-month contract (employed during the fall term) would have "10" reported for this data element, indicating employment for 1.0 term/semester.

The valid range of values is: 00, 05, 10, 15, 20, 25, and 30

---

**EDIT:** Missing or non-numeric or invalid — Critical
D.E. 0090 = F and D.E. 0210 = 0 and D.E. 0070 = 00 — Critical

---

**INTENT:** IPEDS Reports
EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC 9(02)

**CREATE/CHANGE DATE:** 01/24/1992

**FLORIDA COMMUNITY COLLEGE SYSTEM**
APR Data Base
Version 8.0, 7/1/1999

| **NUMBER:** 0080 | **NAME:** Temporary Employment |
|---|---|

**DEFINITION:** The term of employment is temporary. Termination date established at time of hire. Until termination, Termination Status (D.E. 0210) should be zero and Termination Date (D.E. 0200) may be zero.

**TABLE VALUES:**

Y = Yes
N = No

---

**EDIT:** Missing or invalid code — Critical

---

**INTENT:** EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC X(01)

**CREATE/CHANGE DATE:** 07/15/1988

| **NUMBER:** 0090 | **NAME:** Full-Time/Part-Time |
|---|---|

**DEFINITION:** A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours per week and who receives all benefits accorded such employees.

**TABLE VALUES:**

F = Full-time
P = Part-time

---

**EDIT:** Missing or invalid code — Critical

---

**INTENT:** IPEDS Reports
EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC X(01)

**CREATE/CHANGE DATE:** 07/15/1988

**FLORIDA COMMUNITY COLLEGE SYSTEM**
APR Data Base
Version 8.0, 7/1/1999

| **NUMBER:** 0100 | **NAME:** Annual Salary |
|---|---|

**DEFINITION:** Required for full-time employees only.

Enter the salary paid to the employee for the period of time reported in D.E. 0070 (Terms/Semesters Employed). Round the annual salary to the nearest whole dollar.

---

**EDIT:** Missing or non-numeric — Critical
D.E. 0090 = F'and D.E. 0170 < 3 and (D.E. = 0 or D.E. 0200 = 00000 — Critical
Or D.E. 0200 >= 1001YY) and D.E. 0100 = 0

NOTE: YY is the current APR reporting year

---

**INTENT:** IPEDS Reports
EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC 9(06)

**CREATE/CHANGE DATE:** 01/24/1992

| **NUMBER:** 0110 | **NAME:** Date of Birth |
|---|---|

**DEFINITION:** Required for full-time non-temporary personnel.

Legal date of birth. The format for coding this data element is MMDDCCYY where MM is a valid month (01-12), DD is a valid day (01-31), CC is a valid century, and YY is a two-digit numeric year. Also, the person's age should not be greater than the current APR reporting year (through APR99) or less than fifteen.

Code the default value of all nines (99999999) or all zeroes (00000000) for part-time and/or temporary personnel if the information is not available.

| | |
|---|---|
| **EDIT:** Missing or non-numeric | Critical |
| D.E. 0090 = F and D.E. 0080 = N and (D.E. 0110 = 00000000 or D.E. 0110 = 99999999) | Critical |
| Invalid month | Critical |
| The person's age is < 15 or > 99 | Critical |

**INTENT:**

**PHYSICAL DESCRIPTION:** PIC 9(08)

**CREATE/CHANGE DATE:** 07/15/1997

| **NUMBER:** 0120 | **NAME:** Position Title (College Title) |
|---|---|

**DEFINITION:** Position title, if any, used by the college to identify a position. It may be up to 25 characters long. Required for full-time non-temporary non-terminated personnel.

---

**EDIT:** Missing and D.E. 0090 = F'and D.E. 0080 = N'and ((D.E. 0210 = 0) or (D.E. 0210 > 0 and D.E. 0200 >= (October 1st of the current APR year))) Critical

---

**INTENT:**

---

**PHYSICAL DESCRIPTION:** PIC X(25)

**CREATE/CHANGE DATE:** 10/14/1992

| **NUMBER:** 0130 | **NAME:** Activity/Occupational Activity Code |
|---|---|

**DEFINITION:** A two-digit code to indicate the employees Occupational Activity Classification.

**TABLE VALUES:**

01 – Executive – All persons who exercise primary college-wide responsibility for the management of an institution. Assignments must require the performance of work directly related to management policies and require the incumbent to customarily and regularly exercise discretion, independent judgement, and to direct the work of major divisions of college employees and functions. Examples of positions included in this category are: president, vice-president, provost (if college-wide authority), and dean (if levels between dean and president do not exist).

02 – Instructional Staff – All persons whose specific assignments customarily are made for the purpose of conducting instruction, academic research, curriculum development, or public service as a principal activity (or activities), and who may hold academic-rank titles of professor, associate professor, assistant professor, instructor, adjunct instructor, lecturer, or the equivalent of any one of these academic ranks.

Instructional personnel on sabbatical leave will be included at their regular salary. Replacement for these personnel should not be reported. Instructional personnel on leave without pay should not be reported; full-time replacement for these should be included.

03 – Instructional Support – This personnel category includes those persons who provide direct administrative support to instructional department or divisions while devoting a smaller portion of their time (less than 50%) to instructional/teaching duties. If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. If less than 50%, they should be prorated at 10% of the position and salary to Instructional Staff per course taught, per year.

04 – Librarian/Counselor – If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. If less than 50%, they should be prorated at 10% of the position and salary to Instructional Staff per course taught, per year.

05 – Teaching Assistant/Associate – Teaching Assistant/Associate assists department chairperson, faculty or other professional staff members in the college by performing any combination of the following duties: develops teaching materials such as syllabi and visual aids; prepares and gives examinations; assists in student conferences; and/or grades examinations and papers.

| **NUMBER:** 0130 (cont'd) | **NAME:** Activity/Occupational Activity Code |
|---|---|

06 – Professional Support – Individuals employed for the purpose of performing academic supports, student service and institutional support activities. Includes employees such as department heads, coordinators, accountants, student services professionals, systems analysts, programmers, coaches, lawyers, dietitians, and pharmacists. Also includes management of the institution but may assist the EAM staff. Excludes supervisors who have executive or college-wide responsibilities in these specialist/support areas; they are reported as executive, administrative, and managerial staff.

07 – Clerical and Secretarial – Includes those persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk typists, office machine operators, statistical clerks, payroll clerks, etc. Also include sales clerks, such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians.

08 – Technical and Paraprofessionals – Includes those persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many two-year technical institutes, junior colleges or through equivalent on-the-job training. Include computer operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational-activity categories but which are institutionally defined as technical assignments.

Includes persons who perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience than normally required for professional or technical status.

09 – Skilled Crafts – Includes those persons whose assignments typically require special manual skills and a thorough or comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and repairers, electricians, stationary engineers, skilled machinists, carpenters, compositors and typesetters.

10 – Service/Maintenance – Includes persons whose assignments typically consist of janitorial, custodial, grounds, transportation, and other semi-skilled or unskilled labor activities.

11 – Student Assistants - Includes students who render services for on-campus experience or as student assistants and are paid from state funds.

NOTE: Refer to the Accounting Manual for Florida's Public Community College for the GL Codes. On the following page is a listing of the two-digit Occupational Activity Code Table Values with their corresponding GL Codes.

| **NUMBER:** 0130 (cont'd) | **NAME:** Activity/Occupational Activity Code |
|---|---|

Valid Activity Code/GL Code Combinations

| | | | | | |
|---|---|---|---|---|---|
| 01 | 51000-51099<br>51400-51499*<br>51500-51599*<br>55000-55099* | 05 | 52300-52399 | 09 | 54000-54099*<br>54100-54199*<br>54500-54599*<br>54600-54699*<br>57000-57099* |
| | | | | | |
| 02 | 52000<br>52001<br>52005*<br>52100-52199<br>52200-52299<br>52400-52499<br>56000<br>56001<br>56100-56199 | 06 | 51200-51299<br>51400-51499*<br>51500-51599*<br>52004<br>53000-53099<br>53100-53199<br>53200-53299<br>53400-53499<br>5350053599<br>55000-55099<br>56004<br>56500-56599* | 10 | 54000-54099*<br>54100-54199*<br>54500-54599*<br>54600-54699*<br>57000-57099* |
| | | | | | |
| 03 | 51100-51199<br>51400-51499*<br>51500-51599*<br>52005*<br>55000-55099*<br>56005 | 07 | 53300-53399*<br>54000-54099*<br>54100-54199*<br>54500-54599*<br>54600-54699*<br>56500-56599*<br>57000-57099* | 11 | 58200<br>58300-58399 |
| | | | | | |
| 04 | 52002<br>52003<br>56002<br>56003 | 08 | 53300-53399*<br>54000-54099*<br>54100-54199*<br>54500-54599*<br>54600-54699*<br>57000-57099* | | |

*GL Code occurs under more than one Activity Code

---

**EDIT:** Missing or invalid — Critical

---

**INTENT:** IPEDS Reports
EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC 9 (02)

**CREATE/CHANGE DATE:** 7/15/1997

| **NUMBER:** 0140 | **NAME:** Support |
|---|---|

**DEFINITION:** Support Category – Those employees who are generally instructional support versus those who are primarily student support or institutional support.

**TABLE VALUES:**

I = Instructional
N = Non-instructional Support

**EDIT:** Missing or invalid — Critical

**INTENT:**

**PHYSICAL DESCRIPTION:** PIC X(01)

**CREATE/CHANGE DATE:** 07/15/1997

**FLORIDA COMMUNITY COLLEGE SYSTEM**
APR Data Base
Version 8.0, 7/1/1999

| **NUMBER:** 0150 | **NAME:** Rank |
|---|---|

**DEFINITION:** Academic Rank – Of the persons classified as Professional Employees, indicate those who hold an academic rank such as Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer. Indicate "No Academic Rank" if such is the case.

**TABLE VALUES:**

1 = Professor
2 = Associate Professor
3 = Assistant Professor
4 = Instructor
5 = Lecturer
6 = No Academic Rank
7 = Other

---

**EDIT:** Missing or non-numeric — Critical
Invalid code — Critical

---

**INTENT:** IPEDS Reports
EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC 9(01)

**CREATE/CHANGE DATE:** 07/15/1988

| **NUMBER:** 0160 | **NAME:** Degree |
|---|---|

**DEFINITION:** A code to denote the highest academic degree the employee holds.

**TABLE VALUES:**

1= Doctorate
2= Masters + 30 or more hours
3 = Masters
4 = Bachelors
5 = Associate
6 = Less than Associate
7 = Other

---

**EDIT:** Missing or non-numeric — Critical
Invalid code — Critical

---

**INTENT:** IPEDS Reports
EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC 9(01)

**CREATE/CHANGE DATE:** 07/15/1998

| **NUMBER:** 0170 | **NAME:** Leave Type |
|---|---|

**DEFINITION:** The type of leave an employee is taking (if applicable).

- Sabbatical Leave – Leave granted for a specified period of time with or without pay for professional development/growth.
- Leave of Absence – Leave with or without pay granted for a specified period of time. This leave is approved prior to the taking, except in emergency situations.

**TABLE VALUES:**

0 = Not Applicable
1 = Sabbatical
2 = Leave of Absence with pay
3 = Leave of Absence without pay

---

**EDIT:** Missing or non-numeric or invalid — Critical

---

**INTENT:**

---

**PHYSICAL DESCRIPTION:** PIC 9(01)

**CREATE/CHANGE DATE:** 07/15/1988

| **NUMBER:** 0180 | **NAME:** Tenure Status |
|---|---|

**DEFINITION:** A code to denote the tenure status of the employee.

- Tenure – Indicate those employees who hold tenure.
- Non-Tenured (on track) – Indicate employees who are not yet tenured, but are in positions that may lead to consideration for tenure.
- Other – Indicate employees who are not in positions which may lead to tenure.

**TABLE VALUES:**

1 = Tenured
2 = Non-Tenured (on track)
3 = Other

---

**EDIT:** Missing or non-numeric or invalid — Critical

---

**INTENT:** EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC 9(01)

**CREATE/CHANGE DATE:** 07/15/1988

| **NUMBER:** 0190 | **NAME:** Tenure Date |
|---|---|

**DEFINITION:** The date that tenure is granted.

NOTE: If D.E. 0180 = 2 or 3, enter 00000000'

**TABLE VALUES:**

Format = MMDDCCYY where:

MM= Month (01 thru 12)
DD = Day (01 thru 31)
CC = Century
YY = Year (00 thru current)

| | | |
|---|---|---|
| **EDIT:** | Missing or non-numeric | Critical |
| | Invalid month | Critical |
| | Invalid day | Critical |
| | D.E. 0190 < D.E. 0060 | Critical |
| | D.E. 0190 > D.E. 0200 | Critical |

**INTENT:**

**PHYSICAL DESCRIPTION:** PIC 9(08)

**CREATE/CHANGE DATE:** 07/15/1988

| **NUMBER:** 0200 | **NAME:** Termination Date |
|---|---|

**DEFINITION:** This is the institution's official date of termination in the event of retirement, nonrenewal of contract, resignation, dismissal or death.

NOTE: If D.E. 0210 = 0, enter '00000000'

**TABLE VALUES:**

Format = MMDDCCYY where:

MM= Month (01 thru 12)
DD = Day (01 thru 31)
CC = Century
YY = Year (00 thru current)

---

**EDIT:** Missing or non-numeric — Critical
Invalid month — Critical
Invalid day — Critical
D.E. 0200 < D.E. 0060 — Critical

NOTE: D.E. 0200 (Termination Date) may be > 0 and D.E. 0210 (Termination Status) = 0 only if D.E. 0080 (Temporary Employment) = 'Y'

---

**INTENT:**

---

**PHYSICAL DESCRIPTION:** PIC 9(08)

**CREATE/CHANGE DATE:** 07/15/1997

| **NUMBER:** 0210 | **NAME:** Termination Status |
|---|---|

**DEFINITION:** The status of termination of an employee (if applicable).

**TABLE VALUES:**

0 = Not applicable
1 = Retired
2 = Resigned
3 = Dismissed
4 = Deceased
5 = Contract not renewed

---

| | |
|---|---|
| **EDIT:** Missing or non-numeric or invalid | Critical |
| D.E. 0210 > 0 and D.E. 0200 = 00000000 | Critical |

---

**INTENT:**

---

**PHYSICAL**
**DESCRIPTION:** PIC 9(01)

**CREATE/CHANGE DATE:** 07/15/1988

| **NUMBER:** 0220 | **NAME:** Soft Money |
|---|---|

**DEFINITION:** An indicator of Restricted Current Fund or Soft Money dollars. Persons on the institution's payroll who are paid in full from funds, traditionally referred to as "Soft Money", that are not part of the general operating fund budget of the institution. The funds may be from government agencies or private foundations for programs involving public services, research, capital improvements, administration of student aid programs for grants, work aid, loans and other miscellaneous services.

**TABLE VALUES:**

Y = Yes
N = No

---

**EDIT:** Missing or invalid — Critical

---

**INTENT:** EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC X(01)

**CREATE/CHANGE DATE:** 07/15/1998

| **NUMBER:** 0225 | **NAME:** EEO-6 Indicator |
|---|---|

**DEFINITION:**

An indicator to identify employees that should be counted in the category of Executive, Administrative, and Managerial (EAM) for the EEO-6 Report.

NOTE: Include only employees with an Activity Code (D.E. 0130) = 06 that have a General Ledger code between 51200 and 51299 (inclusive). <

**TABLE VALUES:**

Y = Yes (an employee who has an activity code = 06 and should be counted as an EAM)
N = No (code for all other employees)

---

**EDIT:** Missing or invalid — Critical
D.E. 0225 = Y and D.E. 0130 NE 06 — Critical

---

**INTENT:** EEO-6 Reports

---

**PHYSICAL DESCRIPTION:** PIC X(01)

**CREATE/CHANGE DATE:** 01/13/1999

**FLORIDA COMMUNITY COLLEGE SYSTEM**
APR Data Base
Version 8.0, 7/1/1999

MACHINE RECORDS FORMAT

---

Field Characteristics:

A = Alphabetic only
A/N = Alphanumeric
N = Numeric only
R = Right justified with leading zeroes
L = Left justified

---

| Data Element No. | Position From – To | Field Size | Field Characteristics | Field Description |
|---|---|---|---|---|
| 0010 | 1-6 | 6 | N, R | Reporting Institution (FICE Code) |
| 0020 | 7-15 | 9 | N, R | Personnel Identification Number |
| 0030 | 16-33 | 18 | A/N, L | Last Name |
| 0031 | 34-48 | 15 | A/N, L | First Name |
| 0032 | 49 | 1 | A/N, L | Middle Initial |
| 0035 | 50 | 1 | A | Gender |
| 0040 | 51 | 1 | A | Ethnic Origin |
| 0050 | 52 | 1 | A | Citizenship |
| 0060 | 53-60 | 8 | N | Date Hired at Institution |
| 0070 | 61-62 | 2 | N | Terms/Semesters Employed |
| 0080 | 63 | 1 | A | Temporary Employment |
| 0090 | 64 | 1 | A | Full-time/Part-time |
| 0100 | 65-70 | 6 | N, R | Annual Salary |
| 0110 | 71-78 | 8 | N | Date of Birth |
| 0120 | 79-103 | 25 | A | Position Title (College Title) |
| 0130 | 104-105 | 2 | N, R | Activity – Occupational Activity Code |
| 0140 | 106 | 1 | A | Support |
| 0150 | 107 | 1 | N | Rank |
| 0160 | 108 | 1 | N | Degree |
| 0170 | 109 | 1 | N | Leave Type |
| 0180 | 110 | 1 | N | Tenure Status |
| 0190 | 111-118 | 8 | N, R | Tenure Date |
| 0200 | 119-126 | 8 | N, R | Termination Date |
| 0210 | 127 | 1 | N | Termination Status |
| 0220 | 128 | 1 | A | Soft Money |
| 0225 | 129 | 1 | A | EEO-6 Indicator |
| | 130-141 | 12 | A/N | FILLER |

**FLORIDA COMMUNITY COLLEGE SYSTEM**
APR Data Base
Version 8.0, 7/1/1999

## *SAMPLE JCL TO SEND ANNUAL PERSONNEL REPORTS DATA*

DOS/VSE/POWER

```
*$$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp          (DOS/
POWER CARD)
//DECCccRJ JOB(DECCcc,,,ll),'your-name',TIME=(,10)              (NWR JOB CARD)
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE141,PROJ=APR,CNUM=cc,FNAM=STAFF,
//    YEAR=yyyy,TERM=PD,LRECL=141,BLKSZ=1410,
//    SPACE=(TRK,(15,1),RLSE)'
```

RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)             (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD PPPPP
/*ROUTE PRINT NnnRrr
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE141,PROJ=APR,CNUM=cc,FNAM=STAFF,
//    YEAR=yyyy,TERM=PD,LRECL=141,BLKSZ=1410,
//    SPACE=(TRK,(15,1),RLSE)'
```

Where

| | | |
|---|---|---|
| cc | = | your college number (1-28) |
| nn | = | your printer node |
| rr | = | your printer remote |
| ppppp | = | your password |
| ll | = | SYSOUT lines in thousands |
| yyyy | = | year (i.e. 1999) |

**FLORIDA COMMUNITY COLLEGE SYSTEM**
APR Data Base
Version 8.0, 7/1/1999

## *SAMPLE JCL TO RETRIEVE ANNUAL PERSONNEL REPORTS*

DOS/VSE/POWER

```
*$$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp   (DOS/POWER CARD)
//DECCccRJ JOB(DECCcc,,,ll),your-name,TIME=(,10)                (NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.APR.fnam.TPDyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB(DECCcc,,,ll),your-name,TIME=(,10)                (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT Nnn.Rrr
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.APR.fnam.TPDyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

Where

| | | |
|---|---|---|
| Cc | = | your college number (1-28) |
| nn | = | your printer node |
| rr | = | your printer remote |
| ppppp | = | your password |
| ll | = | sysout lines in thousands |
| yyyy | = | year (i.e. 1999) |
| fnam | = | ERRLST, ERRSUM, and ERREC for the Error reports. For the Verification reports use the FNAM parameter listed on the Annual Personnel Reports Certification form. |

NOTE: You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch.